

**CITY OF SALINA**  
**POSITION DESCRIPTION**

CLASS TITLE: Building Official GR: BB FLSA: EX DATE: 1/1/2010

DEPARTMENT: Building Services DIVISION: N/A

REPORTS TO: Dir of Comm & Dev Serv APPROVED: \_\_\_\_\_ JOB CODE: 7043

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**GENERAL DESCRIPTION:**

Under general supervision of the Community & Development Services Director, the Building Official plans, organizes and performs supervisory and administrative duties of Building Inspection Division. Coordinates skilled inspections of all phases of building construction to assure compliance with plumbing, mechanical, electrical, residential and commercial building codes and zoning ordinances. Work varies requiring complex interpretive judgment within prescribed standards and procedures.

**TYPICAL DUTIES:**

Oversees inspection of buildings and similar structures; reviews plans for code compliance and in accordance with approved plans and specifications issues building, mechanical, plumbing, electrical, demolition, sign permits; reviews and issues contractor registration/licenses; enforces housing code and makes inspections of existing buildings to determine hazardous conditions, structural failures or need for maintenance or repair; drafts amendments to building codes; researches and prepares reports; assists design professionals and customers in resolving code conflicts including provide acceptable alternative solutions; and performs other duties as assigned.

Responsible for management of all building services and inspection activities in the Building Inspection Division as outlined in the Salina Municipal Code. Assists in the preparation and development and administrations of division goals, objectives, policies, and procedures for assigned programs that meets or exceeds the accreditation goals of the division. Continuously monitors and evaluates Department adherence to the efficiency and effectiveness of Commitment to Customer Service Quality and City Values.

Selects, trains, motivates and evaluates division staff, provides or coordinates staff training and works with staff to correct deficiencies through a timely, accurate and thorough performance review process. Monitors inspection staff work load, provides training opportunities to inspectors and contractors, and meets with and provides code interpretation for building inspectors, property owners, contractors, and design professionals.

Advises design professionals, builders, owners of minimum construction standards that conform within adopted building requirements. Establishes a system to ensure consistency with the division staff members in code interpretations. Resolves code interpretation discrepancies between staff and the building community. Assists in annual budget preparation and ensures financial compliance. Assists with building code updates and amendments to the local municipal codes with presentation to the Building Advisory Board and City Commissioners. Interacts regularly with contractors, design professionals and developers in order to maintain dialogue regarding local construction practices, department policies and procedures, and locally adopted codes and amendments.

SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS:

Trains and supervises residential and commercial plan reviewers and inspection staff.

MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

Bachelor's degree in construction sciences, architecture, or related field. Multi-level certifications in commercial and residential inspections including plumbing, electric, and mechanical inspections with five years of supervisory experience and possession of a valid Kansas driver's license required. International Code Council Building Official or similar certification preferred.

RESIDENCY REQUIREMENTS:

This position has a 40 minute response time by way of the most direct route and within the posted speed limits; or must live within the city limits of Salina, Bennington, Minneapolis, McPherson, Solomon, Abilene, or Carneiro.

ESSENTIAL JOB FUNCTIONS:

Establish and maintain effective working relationships with fellow employees, officials and the public. (Daily)

Efficiently and effectively review building plans and permit applications. (Daily)

Interpret and communicate code requirements thoroughly and accurately. (Daily)

Develop alternative methods to resolve code conflicts. (Daily)

Maintain and exhibit discretion and integrity at all times when handling confidential information. (Daily)

Inspect construction in progress at job site for compliance with building and other related codes. (Daily)

Efficiently and effectively handle complaints received. (Daily)

Prepare, organize and file records, reports and other documents. (Daily)

PHYSICAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:

**Work Type:** Medium, exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

**Climbing/Balancing:** Climb ladders and inclines, uneven surfaces, balance required

**Walking:** Extensive amount required

**Stooping/Bending:** Frequently

**Stand/Sit:** Sit about 50 percent of the time

**Reaching:** Frequent, overhead as well as horizontal

**Vision:** Adequate to perform essential job functions

**Color Vision:** Adequate to perform essential job functions

**Hearing:** Frequently perceives nature of sounds by ear

**Speech:** Frequently express ideas by means of spoken words

**Eye/Hand/Foot Coordination:** Frequently operates equipment requiring moderate ability

**Manual Dexterity:** Frequently operates equipment and tools requiring moderate ability

ESSENTIAL JOB FUNCTION EXPOSURES:

**Inside/Outside:** Work inside and outside

**Cold/Heat:** Adverse weather conditions possible

**Wet/Dry:** Adverse weather conditions possible

**Noise/Vibrations:** Minimal exposure to construction and machinery noise

**Hazards:** Minimal exposure

**Fumes/Dust/Odors:** Minimal exposure

**Infectious Diseases:** Moderate exposure

MENTAL REQUIREMENTS OF ESSENTIAL JOB FUNCTIONS:

Ability to read and comprehend written material.

Ability to communicate effectively, both orally and in writing.

Ability to listen and apply information and instructions.

Ability to organize files and effectively retrieve data.

Ability to understand and apply mathematical concepts accurately.

Ability to meet deadlines and work in stressful situations.

TOOLS, EQUIPMENT AND WORK AIDS USED:

Calculator, vehicle, tape measure, personal computer, mobile phone, telephone, fax machine and testing equipment.

REMARKS:

The above position description is intended to describe the duties of an employee in general terms and does not necessarily describe all of his/her duties.